

Career Resources: Interview Guide

The following is a checklist you may want to consider when preparing for an interview that could lead to your next job as a healthcare technology professional:

The objective of your interview

The objective of a job interview is for the company to get to know you better and for you to get to know it better. The ultimate goal of an interview is to get an offer for the position, but the best way to reach that goal is for your future employer to have a comfort level in you as a future colleague.

Always bring a resume

Do not offer your resume during the interview unless asked. Do have a copy ready in case you're asked to provide one. This demonstrates that you are prepared.

Be on time

The best rule is to arrive 15 minutes early. This demonstrates that you are a punctual person.

Dress

Think professional and conservative. Your prospective employer company is looking for someone who can fit into their environment—not someone who is interested in making a fashion statement.

Perfume/cologne

Avoid its use.

Be pleasant and engaging

Concentrate on things like good eye contact; a strong handshake and a confident smile to get things started in a positive manner. The interviewer is looking for someone to hire and, they like your resume or you wouldn't be there. In short, the interviewer starts the interview looking to like you. Reinforce this from the beginning with eye contact, a smile and a good handshake.

Know the organization

Commit time to complete research on the organization that you are interviewing with. This could include reading their website; their annual report; or contact a friend or associate who might know something about the organization. This kind of research helps relax you during the interview because you are familiar with the information.

Know the job

Ask for a position description before you go in for the interview. Part of the interviewer's job is to provide you with information. Be sure to listen. Don't give the appearance that you know everything about the job.

Composure

It is natural to be nervous in anticipation of an interview. One way to relax you is to remember that you are meeting someone that has a mutual interest. Present a pleasant, engaging manner to make it easy for the interviewer. Remember that they may be nervous too.

Engage

Focus on the fact that an interview is a "getting to know you" exercise. Consistent eye contact and body language are important things to consider in any discussion. Always look for opportunities for a two-way discussion.